



Minnesota Board of Cosmetologist Examiners
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School Manager License Application

Submit a complete application and payment to the address listed above.

The following must be submitted for your application to be processed:

- **Completed Application**
- **Fee: \$195 (processing within 15 business days) or \$345 (expedited processing within 5 business days)**
Checks or money orders may be made payable to "BCE". Fees are deposited the first business day after receipt.
Processing time begins when your application and payment are received in the BCE office.
Business days do not include weekends or state determined holidays.
Incomplete applications will be returned and subject to additional processing upon receipt back in the BCE office.
- **Current Salon Manager License Number**
This license must be maintained to keep a valid School Manager License.
- **Experience Verification showing at least 2700 hours of licensed practice within the past three years**
The hours can be obtained in any state in which you are licensed to practice.
- **Original passing results from the Minnesota School Manager Examination**
You must take and pass the School Manager Exam and attach the original passing results to this application.
Exam results are valid for one year. To schedule this exam, contact PSI at 1-800-733-9267 or www.psiexams.com.

Applicant Information

1/2016

Name		Street Address	
Social Security Number		City, State, Zip Code	
Phone Number		Email Address	
License Number		License Expiration Date	

Experience Verification

You must have at least 2700 hours of licensed practice in a salon or school within the past three years. Any unlicensed practice or hours accumulated more than three years from application submission will not be counted toward the 2700 hour minimum.

Total hours of licensed practice within the past three years: _____

	Salon/School #1	Salon/School #2
Salon/School Name		
Salon/School License Number		
Salon/School Owner		
Salon/School Phone Number		
City and Zip Code		
Start Date		
End Date or "Current"		
Hours Per Week		

In this box, list any significant time periods within the time frames listed above in which you did not work. These time periods will be deducted from your total time.



For BCE Office Use Only

Total Eligible Hours:	Hours:	Hours:
	Weeks:	Weeks:
	Total:	Total:
Check/MO/Receipt #:	Payment Amount:	Application Number:
Date Processed:	Staff Initials:	License Number:

Additional Applicant Information

1. List all states in which you have held a cosmetology license. For each state, list the license type.	
2. Have you ever been the subject of any inquiry or investigation by any division of the Board of Cosmetologist Examiners, or Office of the Attorney General? <i>If yes, attach a detailed and signed explanation with copies of all letters of inquiry and resolution.</i>	<input type="radio"/> Yes <input type="radio"/> No
3. Have you ever held a cosmetology license which has been censured, suspended, revoked, canceled, terminated or been subject to any type of administrative or disciplinary action in any state including Minnesota? <i>If yes, you must attach the following:</i> <ul style="list-style-type: none"> <input type="radio"/> A detailed and signed explanation identifying the type of license and the circumstances of each incident. <input type="radio"/> A copy of the Notice of Hearing or other document that states the charges and allegations. <input type="radio"/> A copy of the official document which establishes the resolution of the charges or any final judgment. 	<input type="radio"/> Yes <input type="radio"/> No
4. Have you been notified by the Commissioner of Revenue, pursuant to Minnesota Statutes, Section 270C.72, that you currently owe the State of Minnesota any delinquent taxes? <i>If yes, attach a detailed and signed explanation with documentation from the Department of Revenue showing the debt has been paid in full or an approved payment plan is in process.</i>	<input type="radio"/> Yes <input type="radio"/> No

Licensee Responsibility

You, as a licensed School Manager, will be responsible for the following:

○ License Renewal

Your license will expire on the last day of your birth month in the third year of your license cycle. If you fail to renew on or before that date, your license will expire and you will not be eligible to work. Late fees will be applied to any license that is not renewed on time. Check with the BCE for current renewal requirements.

○ Maintaining a current and active Salon Manager License

You must maintain a current and active Salon Manager License to hold a School Manager License. If your Salon Manager License becomes invalid, so does your School Manager License.

○ Verification of School or Salon License

If you are working in a school or a salon, it is your duty to ensure it has a current license.

○ Proper Managing

If you are the Designated School Manager, you are responsible for ensuring compliance with all applicable laws and rules. This includes, but is not limited to, awareness of instructor licenses and their statuses, record retention, and safety and infection control. Civil penalties of up to \$2,000 per violation can be assessed to you and/or to the school for not following laws and rules established by the BCE.

○ Notice of Changes

If you change your name or address, you must notify the BCE within 30 days of the change. Name changes must be completed using a Name Change Form and submitting it to the BCE office. Address changes may be completed online at www.bceboard.state.mn.us.

Application Certification

I certify that the information submitted with this application is true and correct. I also certify that this document has not been altered or changed in any manner from the form adopted by the Board of Cosmetologist Examiners.

Licensee Signature: _____ Date: _____



The data which you furnish on this application will be used by the BCE to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data, however if you fail to do so, the BCE may be unable to process this application. Disclosure of your Social Security Number (SSN) is required by Minnesota Statutes 270C.72 and your SSN may be requested by and released to the Minnesota Commissioner of Revenue. The BCE may use your SSN for revenue recapture as authorized by Minnesota Statutes, Chapter 270A. After issuance of a license, all information contained in this application, except your SSN, will be public information pursuant to Minnesota Statutes, Chapter 13. Pursuant to Minnesota Statutes 604.113 and 609.535 the BCE is authorized to charge a service charge of \$30.00 for any check that is returned for non-sufficient funds.